

**EMERGENCY ASSISTANCE SPECIAL ECONOMIC DEVELOPMENT CDBG GRANT PROGRAM
SMALL BUSINESS WORKING CAPITAL JOB LOSS PREVENTION PROGRAM
IN SUPPORT OF INFECTIOUS DISEASE RESPONSE
CHECKLIST**

BASIC ELIGIBILITY

1. Business located within city limits of Bryan, Texas.
2. At least 51% of employees are low and moderate income.
 - a. Based on household size and income
 - b. See chart below.
3. **GATHER THESE DOCUMENTS BEFORE YOU START YOUR APPLICATION! (JOB POSITIONS)**
 - a. Each position by title and if Full time or part time by number of hours usually worked.
 - b. Number of full time employees
 - c. Number of low and moderate income employees
 - d. Number of employees at risk of job loss or reduced hours
4. **GATHER THESE DOCUMENTS BEFORE YOU START YOUR APPLICATION (BUSINESS INFORMATION)**
 - a. Legal name
 - b. Primary business activity
 - c. Year business was established
 - d. Address
 - e. Duns Number (optional – if available)
 - f. Tax ID Number
 - g. Annual Business Income (most recent calendar year)
 - h. Amount of owner equity currently available
 - i. Business interruption insurance claim information – if applied or denied
 - j. Applied for and denied for a Small Business Administration loan (if applied or denied)
 - k. Any amount received from SBA and when
 - l. Applied for and denied a commercial loan (if applied or denied)
 - m. Social security cards and driver's license for owner
 - n. Permanent resident card, if not a U.S. citizen
 - o. IRS Business Income Tax Return (most recent two years)
 - p. Profit/Loss statement and Balance Sheet (most recent two years)
 - q. Account statements for checking, savings, and investment account held by business (prior 6 months)

Number of people in household and total dollar amount of income to determine if low and moderate income employee:

1	2	3	4	5	6	7	8
\$38,400	\$43,850	\$49,350	\$54,800	\$59,200	\$63,600	\$68,000	\$72,350